

1 MAY 1980

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MEMORANDUM FOR: Deputy Director for Administration
FROM:
Chief, Information Services Staff
SUBJECT: ISS Weekly Report (24-30 April 1980)

Records Management Division

RMD has published a RAMS User Manual and user training began on 29 April 1980.

RMD sponsored a briefing on the Automatic Document Storage and Retrieval System (ADSTAR) for the Department of State and NARS. The briefing was given by the ADSTAR project manager.

A draft of the proposed Agency-wide National Security Classification Guide has been forwarded to NFAC, DO, OGC, and DDA/OC for review and comment.

Information Security Oversight Office (ISOO) representatives have completed a four-day Agency inspection and we anticipate a favorable report.

Classification Review Division

CRD reviewed approximately 62,000 pages of material and declassified 8.8 percent. This material included 13 manuscripts.

Regulations Control Division

RCD processed 51 regulatory issuances during this period and handled numerous telephone requests for information on regulatory issuances.

C/RCD traveled to Central Michigan University at the request of the Office of Public Affairs to speak to the student body on the "Role of CIA in Society."

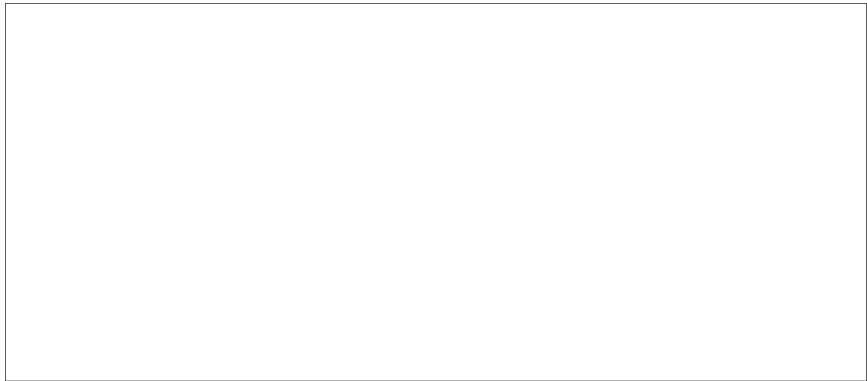
ISS provided two people to assist OPPPM in the final processing of applicants for Agency employment.

Information and Privacy Division

A separate report is attached.

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Attachment



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1 May 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (24-30 April)

- | 1. <u>The Week in Review</u> | <u>24-30 Apr</u> | <u>1980 Weekly Average</u> |
|------------------------------|------------------|----------------------------|
| a. New cases logged | 84 | 62.8 |
| b. Cases closed | 40 | 52.4 |
| c. New appeals logged | 1 | 2.1 |
| d. Appeals closed | 1 | 2.2 |
| e. Manpower (man-weeks) | 106.5 | 118.6 |
2. Current Backlogs
- a. Initial requests - 2836
 - b. Appeals - 414
3. Spotlighted Requests

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5. Analysis

a. The FBI has modified somewhat its procedures for referring documents to the CIA for review. Instead of postponing responding to requests until Agency determinations have been received regarding CIA information contained in Bureau documents, the FBI is now deleting all of the information affecting CIA's equities from its documents and sending the documents to the requesters in that form. The Agency is then asked to respond directly to the requester after it has completed its review of the deleted CIA material. The Bureau has also asked that we accept responsibility for handling any administrative appeals of our deletions, even though, in most instances, the FBI will have also excised material from the documents. This policy has been adopted by the FBI in order to avoid having to hold requests in an open status indefinitely while awaiting CIA replies to referrals.

b. Despite the allocation of additional manpower to FOI/PA processing, the backlog of unanswered initial requests has increased steadily during CY 1980, and now amounts to in excess of 2,800 cases. Undoubtedly, the demands posed by cases now in litigation, where court-imposed deadlines must be met, is a factor. Moreover, there is a tendency for the most complex and difficult cases to remain a part of the backlog and, under our first-in, first-out policy, to hold up action on the less complicated requests. Backlog statistics by major component are presented on the table below. The figures reflect only initial search/review tasking, and do not include subsequent intra-Agency referrals. Moreover, in the case of 33 requests, so many components were tasked that our computer records would not accommodate the data. To that degree, the backlog statistics are incomplete, but they should serve to indicate where problems exist. In addition to the totals for major components (i.e., the directorates), statistics are provided for the subcomponent (i.e., office or staff) within each major grouping with the largest backlog. (In the case of the DDO, all tasking is at the directorate level.)

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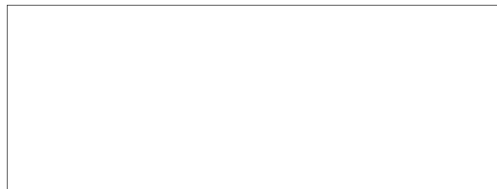
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<u>Component</u>	<u>EO</u>	<u>FOIA</u>	<u>PA</u>	<u>Totals</u>
<u>DDS&T</u>	0	25	4	29
ORD	0	10	0	10
<u>DDA</u>	0	49	188	237
OS	0	34	176	210
<u>NFAC</u>	16	95	35	146
OCR	2	19	35	56
<u>DDO</u>	188	662	977	1827
<u>O/DCI Area</u>	2	109	195	306
OPPP&M	0	5	162	167

According to the data in our automated log, if intra-Agency referrals were to be included, the DDO totals would be increased by 274 cases, DDA by 9 cases, DDS&T by 5 cases, NFAC by 6 cases, and the O/DCI by 16 cases.

c. The OCR Library wrote to the Assassination Information Bureau (AIB), Washington, D.C., asking for a copy of the November 1979-February 1980 issue of its publication, Clandestine America. In providing the copy, Jeff Goldberg of the AIB wrote, "Since you have asked for less than 25 pages you will not be required to pay any search, printing, or mailing fees for the enclosed material, and we have not withheld any pages nor made any deletions." (Sounds familiar, doesn't it?)

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Distribution:

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- 1 - OLC
- 1 - OP
- 1 - OL
- 1 - C/IMS
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- 25 - DDO/IMS
- 1 - IRG/OS
- 1 - NFAC/FIO
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